



**ACAC Grants Committee
(Arlington Cultural Council)**

AGENDA – July 13, 2020

7:30 p.m. – 9:00 p.m.

Remote Participation Following Executive Order on Remote Participation

Topic: Zoom Meeting

Time: July 13, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

Meeting ID:

<https://harvard.zoom.us/j/98159313591?pwd=c2htU1lIRy83OXphTTI4MzQ2TGVmQT09>

Password: space

- 1. Confirm Access, Introduce Remote meeting and Provide Instructions – Jeff**
- 2. Introduction of Interested Potential Members, Emily Reynolds and Ben Benson - Becky**
- 3. Vote on Approval of June Meeting Minutes – Jeff**
- 4. Treasurer Report – Heidi**
- 5. Corresponding Secretary Report – Becky**
- 6. Publicity Update – Scott**
- 7. Grantee Updates – All**
- 8. Discussion and Voting on Grantee Modification Requests:**
 - a. Cyrus Dallin Art Museum Painting Restoration – Heather Leavell (Becky)**
 - b. Craft Ensemble (Scott)**
 - c. Arlington Author Salon?**
- 9. Discuss Letter of Interest from Potential New Member, Andrew Conway and VOTE on membership**
- 10. Grant-writing Workshop Update Heidi and Jeff**

11. Funding Priorities for 2021 – Jeff

Attachment Order:

June Minutes

Current Grants Table

Andrew Conway Letter of Interest and CV

Heather Leavell's Modification Request for Cyrus Dallin Art Museum

Craft Ensemble Modification Request

Arlington Author Salon?



ACAC Grants Committee (GC)
(aka Arlington Cultural Council)
June 2020 Minutes

June 8, 2020, 7:30-8:30pm

Virtual Meeting via Zoom due to COVID 19

Present: Heidi Kendig, Treasurer; Susan Larson, Recording Secretary; Jeff Timperi, Co-Chair; Becky Holmes-Farley, Co-Chair and Corresponding Secretary; Andrew Conway, Guest; Nick Castellano, Guest;

Joined at 7:40pm Scott Samenfeld, Publicity Coordinator

Minutes

1. Confirmed access, introduced remote meeting and read online meeting instructions from the town.
2. Feb minutes were amended to remove an incomplete sentence
Approved 5 in favor

May minutes were amended to reflect corrected information on the Tagore's Love Letters to Mother Earth project regarding communication with the venue by taking out a sentence that said there was a funding challenge, as there was not; the subcommittee for Live Arts Arlington;

- Approved 5 in favor
3. Treasurer Report: For next month, we need to keep track of the financial impact of projects being deferred to next year. We are still waiting on paperwork from the Craft Ensemble.
Discussed whether individuals within the ensemble can receive an individual check, and fill out individual tax forms. We will seek guidance from MCC.
 4. Corresponding Secretary Report:
 - a. International Film Festival requested info about next cycle.
 5. Publicity Update:
 - a. Dan Fox had his event, publicized on his own.
 6. Grantee Updates:
 - a. Dan's event was successful, was live streamed on Facebook and all the videos are on youtube for continued viewing. Dan reported that he was able to refine the sound throughout the series.
 - b. Andrew Buckley: wants to do a drive in movie format throughout his series with the sound coming in through the car radio. Still trying to figure out location, as indoor movies are unlikely. Hoping to present in August. His project requires innovation.
 - c. Cyrus Dallin: the painting is done and hanging in the museum. The reception and unveiling piece may happen virtually. We expect a written modification by June 30.

- d. Roger Tinknell/Council on Aging has agreed to let him use the town zoom link. It will be presented July 9th at 2pm. It will be advertised through the newsletter at the Council on Aging. We will encourage them to expand that.
 - e. Belmont Film Festival. The final report is in Dropbox, along with photos. Over 1500 attendees, 400 more than last year.
 - f. ACA has requested a no cost extension. They had already completed one of the three workshops, and will need to submit a modification approval request in writing for what they will present next year.
 - g. Live Arts Arlington – the subcommittee will meet this month
 - h. Magnolia Park series plans to cancel. The check was never cashed and will be returned to us.
 - i. Ben Rudnick concert at Men Rocks Park in September. Hoping to proceed as proposed.
7. Voting on project modifications:
- a. Maitreyee Chakraborty: the project will be streamlined, but the spirit is the same. The date will be 7/24. Voted to approve – approved 5 in favor.
 - b. Arlington Author Salon. First preference is for the funds to pay the author(s) from the canceled salon. If that is not feasible we approve the modified allocation as submitted. Approved 5 voted in favor.
 - c. Vortex Ensemble. Modified proposal approved as submitted, and there will be an additional performer, Dimitar Petkov. Approved 5 in favor.
 - d. Arlington Center for the Arts request for a no cost extension. First of three events for the Artist Survival Series has already taken place. Approved 5 in favor.
8. Report from ACAC Meeting:
- a. Jeff Timperi's first meeting, and ACAC's first meeting since Covid closures. They are still looking to do the Fox festival virtually. They want to involve school children. Looking at hosting drive in movies in Arlington.
9. New Committee Members
- a. Nick Castellano: Approved 5 in favor
 - b. Andrew Conway will submit materials this month
10. Grant Writing Workshop
- Considering a Zoom-based workshop, or a video webinar. This workshop is for best practices for applying for a grant. For scheduling, July is a good time to present the workshop. Heidi will set a July date and a September date.
11. Funding Priorities for 2022
- This conversation was tabled for a future agenda.

UPCOMING EVENTS:

Thursday, July 9 at 2:00 p.m. **The Beatles and Beyond** Virtual Zoom Event through the Council on Aging

Meeting Adjourned at 9:00pm

To whom it may concern,

It is with great enthusiasm that I write to express my interest in becoming a member of the Grants Committee of the Arlington Commission for Arts and Culture.

My family and I (including my wife Kimberly and daughters going into 9th grade at AHS) are passionate about the arts. We support the arts (performing arts particularly) in Arlington and neighboring towns.

Here in Arlington, my daughters participate in every available choral and theatrical program at their schools; they've also been in productions by Menotomy Musical Theatre and Arlington Children's Theater.

My wife is also active locally, supporting tax override initiatives, and starting the recycling program at Brackett, which continues and has grown over the past several years.

As a musician, I have played in several groups here in Arlington, including the pit orchestra with the Arlington Children's Theater, Dan Fox's A-Town Brass Band, and the Arlington Philharmonic Society.

I would very much like to start supporting the local arts community in Arlington more directly, which is the basis of my interest in joining the Grants Committee.

I have attached my resume to this message; it focuses on my professional career, so I have called out some particularly relevant aspects of my background below:

- I served as President of the Chelmsford Community Band for several years, during which time I applied for and received funding for a concert featuring the band and several students from local schools
- I am now in my second stint on the board of trustees of the Sudbury Savoyards, a community theater group dedicated to producing the works of Gilbert & Sullivan; I serve as recording secretary and chair of the information management committee; I also participate on the development committee, which involves grant writing
- I have a Master of Science graduate degree in Environmental Decision Making, which included a significant amount of coursework in public engagement

Thank you very much for your consideration.

Andrew Conway

44 Pine Ridge Road

Arlington MA 02476

ANDREW CONWAY, MBA, MSc 617-309-0179 | ahconway@gmail.com | linkedin.com/in/ahconway | Arlington, MA SENIOR TECHNICAL PROJECT LEADER KEY STRENGTHS:

- A true project leader, not just a project manager
- Complex project / program management (including communication, meeting facilitation, budgeting, creating high-quality deliverables, communication, stakeholder engagement, timeline management, risk identification and mitigation)
- Delivering projects on time, on budget
- Scope and change management
- Equally comfortable with Waterfall and Agile (including acting as Scrum Master when appropriate)
- Managing vendor relationships and resources
- Working across all levels of management, up to C-suite
- Management of diverse, geographically-dispersed project teams
- Deep proficiency in MS Office Suite (including Project), Jira (including defining and configuring custom configurations), Smartsheet, and Trello
- Extensive experience working abroad (primarily Western Europe, also Eastern Europe, Africa, and Middle East)
- Personable and easy to work with
- Cross-Functional Team Leadership
- Strategic Planning
- Change Management
- Global Program Management
- Business Process Improvement
- New Business Development
- IT Project Management
- P&L Management
- Cloud Computing
- Big Data
- CRM
- SaaS
- Agile
- Waterfall
- Vendor Management
- Workflow Management
- Sustainability
- Business Intelligence
- Interim General Management
- Strategic Alliances & Partnerships

PROFESSIONAL EXPERIENCE

NUANCE COMMUNICATIONS Burlington, MA 2019-Present

SENIOR PROGRAM MANAGER Responsible for managing business-critical technical projects. Recent projects include enterprise-wide major Oracle ERP upgrade, automating order management process with Robotic Process Automation software, implementing Ceridian Payroll solution for UK operation, and integrating new data service with Salesforce.com instance.

BLUE CROSS BLUE SHIELD OF MASSACHUSETTS (Contract) Boston, MA 2018-2019

TECHNICAL PROJECT MANAGER Managed several workstreams within major CRM migration program. Was responsible for managing full software development lifecycle with a geographically dispersed team of over 50 business analysts, technical analysts, developers, testers, and subject matter experts across multiple vendors. Was responsible for tracking progress against plan relative to scope, schedule, and cost and reporting at multiple levels of management up to program steering group. Was also responsible for tracking risks, issues, changes, and decisions for program along with other technical project managers.

ANDREW CONWAY 2

KNOWLEDGENT GROUP Boston, MA 2015-2018

PROGRAM MANAGER Partnered with global clients in improving outcomes through strategic data initiatives, including enterprise-wide data store and high-capability data warehouse incorporating sales, marketing and core procedure information. Served as a "bridge" between technical and business, successfully deepening client relationships while building a high-performance in-house development team leveraging standardized practices. Served as Agile Scrum Master on multiple projects and mentored colleagues and clients in Agile methodology.

- Established a track record of innovation and excellence in managing large-scale data and IT projects for Healthcare and Financial Services clients, including package selection, design, implementation and post-launch support for business-critical Operational Data Store.
- Managed selection, specification, design, and implementation of a Data Lake for Excellus Blue Cross Blue Shield.
- Led ground-up efforts for data warehousing initiative for leading vision care company requiring seamless integration of sales, marketing and appointment/procedure information. Worked directly with management team to design BI dashboards, managed implementation in Tableau.
- Served as a trusted resource in enhancing PMO of International Data Corp. (IDC). Noted for ability to drive progress within highly regulated environments.
- Brought clarity to complex requirements definition meetings via visual models enabling CIO understanding and engagement, as well as usage by data warehouse and ETL developers as a reference.
- Championed the development of a positive, values-aligned development group within IDC,

complete with standardized work intake and prioritization process using customized Jira workflow, frequent calls with executives and sales teams to advocate for team members and priorities, and dedicated support of multiple offshore teams. Achieved increased operational transparency, staff morale, and efficiency. CORNERSTONE HEALTHCARE CONSULTING Boston, MA 2012-2015 PROGRAM MANAGER/CONSULTANT Leveraged cloud-based technology and expertise in defining strategies and scoping projects within the Healthcare industry to successfully complete engagements with major payer and provider organizations. Noted for agile leadership and the ability to “switch gears” at a moment's notice across EHR implementation, vendor management, the creation of customized workflow system, clinical trials data management, and fulfilling regulatory tech requirements under Affordable Care Act (ACA). • Played key role in operationalizing new cloud-based information management system initiative by Ophthalmology Unit of Tufts Medical Center. Guided development of business and operational plans, established core software requirements, and managed the RFP process. Developed customized training materials for diverse stakeholder groups and executed training sessions. • Guided highly complex Affordable Care Act compliance initiative on behalf of Tufts Health Plan, particularly with regards to technology used in both a state and federal level. Built a new level of trust between state and payer organization. Built and managed a 20+ person team of developers, tester and analysts on the development side. CICLISMO CLASSICO Boston, MA 2008-2011 INTERIM MANAGING DIRECTOR • Spearheaded U.S. market entry of family-owned Italian bike tour operator, achieving double-digit YOY growth in a challenging market. ANDREW CONWAY 3 • Refined business strategy and placed a strong emphasis on high-ROI sales and marketing. Built strategic alliances and partnerships. Instituted a range of new professional management services removing roadblocks and boosting staff morale and performance. • Implemented cloud-based reservation management system, integrated with CRM system and consumer-facing website. COLLECTIVE NEXT LLC Boston, MA 2006-2008 PRINCIPAL CONSULTANT • Worked heavily on Fortune 50 client engagements, with a strong focus on enterprise-wide learning, workforce optimization, and new product development. • Introduced a new learning program for Top 1000 executives of a leading financial services company. • Launched a game-changing collaborative learning program on innovation spawning hundreds of ideas for new products and operational improvements, many of which implemented successfully. • Supported the design and operational “go live” of a strategic facilitation center at one of Boston's foremost financial services organizations. INDEPENDENT CONSULTING FOR PUBLIC, PRIVATE AND HEALTHCARE SECTOR BUSINESSES London, UK/New York, NY 1996-2006 CONSULTANT • Managed global engagements and demonstrated a talent for leveraging cross-industry insights. Built a customized software tool for implementing HIPAA standards within medical practices. • Crafted an interactive information management system to support a dedicated collaboration center at a large New York health system. • Formulated a series of prototype health record portals as part of bid to privatize UK National Health Service, presented successfully to a wide range of senior executives and government officials. CAP GEMINI ERNST & YOUNG New York, NY 1998-2001 SENIOR CONSULTANT/MANAGER-HEALTHCARE PRACTICE • Managed high-visibility client engagements in U.S. and Europe. Led ground-up creation of new business units for strategic facilitation and large-scale web development. • Played integral role on design team for “Accelerated Solutions Environment” facility. Designed and executed dozens of workshops with leading payer organizations on topics such as ERP, CRM, strategy development, product development and innovation. Built information architecture for an integrated series of consumer-facing websites on behalf of major hospital system. Prior Experience: Served as Director of Publishing for Organizational Dynamics Europe in London, UK. Built a highperformance team from scratch spanning 12 European countries to translate and localize

over 5K pages of training manuals and facilitator guides. EDUCATION • Master of Science in Environmental Decision Science - Open University, UK (2006) • Master of Business Administration - London Business School, UK (1996) • Bachelor of Arts in English Literature (Creative Writing Focus) - Trinity College, CT (1987) ANDREW CONWAY 4 SPECIAL INTERESTS • Avid cyclist and cycling advocate • Authored over a dozen business school teaching case studies for institutions such as MIT, London Business School, and Polytechnic University • Semi-professional trombonist, playing regularly with community bands, musical productions, and jazz bands • Orchestra manager for several Boston-based community theater groups • Treasurer for London Business School Alumni Association- New England Group (2012-Present) • President of Chelmsford Community Band (2014-2017) • Board Member of Sudbury Savoyards theatre company (2015-2016 and 2020-present)

Cyrus Dallin Art Museum Modification Request

The Cyrus Dallin Art Museum will partner with Arlington Community Media on a virtual unveiling of Auvers-sur-Oise this fall. ACMI will manage video production and other technical logistics. The program will consist of three separate segments, all recorded in high definition. The Museum's director/curator Heather Leavell will speak about the ACC grant and the conservation work that was performed on the painting. Board president Geri Tremblay will discuss the history of Auvers and the significance of Dallin's paintings more generally. Dallin's great granddaughter, Pat McCabe will share some family history and how she acquired the work. Heather and Geri's segments will be filmed at the museum in front of the painting. Pat will be recorded via Zoom from her home in New Hampshire. ACMI will then edit the segments into a cohesive program.

Production will take place in late August. The museum will select a premier date of sometime in early to mid September. Promotion will take place throughout the two weeks leading up to the premier. It will be publicized through the Arlington Advocate, YourArlington.com, Patch, ACMI, ArtsArlington.org, the Arlington List, and the museum's website, social media, and Constant Contact emails. The program will be accessible via a link on the museum's website, and at the time of the premier, it will be shared on the museum's and ACMI's social media platforms. ACMI will also feature the unveiling program again as part of its virtual Town Day programming later in the month. The video will remain on the museum's YouTube channel and Facebook page where it can be viewed anytime.

Craft Ensemble Modification Request

July 4, 2020

Dear Members of the Arlington Cultural Council,

I am writing to request a project modification for our Craft Ensemble concert at the Robbins Library in January, 2021. For two of our members (Velleda Miragias and Colleen Brannen) the individual fee of \$131.25 can be paid. But I am writing to request that both the fee of violinist Amy Sims, and my own fee, be paid to me so that I can forward Amy's amount to her. I am requesting, therefore, a payment amount of \$262.50.

Thank you, and Happy Fourth,

Amelia Hollander Ames